



U.S. DEPARTMENT OF COMMERCE
Bureau of the Census



2010 Census Recruiting Bulletin

OPENING DATE: July 11, 2008
CLOSING DATE: September 30, 2008

Recruiting Bulletin No. BOLCO-2135-03
Buffalo Early Local Census Office (ELCO)
Buffalo, NY

This Bulletin will remain open for a minimum of 10 days, or until sufficient applications are received.

POSITION TITLE: Assistant Manager for Field Operations (AMFO)

NUMBER OF VACANCIES: One (1)

PAY RATE: \$43,680 per year, \$ 21.00 per hour

EXCEPTED SERVICE POSITION: Temporary Schedule A Appointment, not-to-exceed one year, with the possibility of a one-year extension.

WORK SCHEDULE: This is a temporary, full-time position. The incumbent is covered by the mixed-tour employment program.

DUTY LOCATION: Buffalo, NY

AREA OF CONSIDERATION/WHO MAY APPLY: U.S. citizens residing in Erie or Niagara Counties, NY

POSITION SUMMARY: The incumbent reports directly to the Local Census Office Manager (LCOM) and oversees all field operations. The AMFO directly supervises Field Office Supervisors and Office Operations Supervisors; indirectly supervises Crew Leaders and Enumerators; and is responsible for the timely completion of the 2010 Census in their assigned area.

QUALIFICATIONS:

- A. Submit a complete application and the three Evaluation Criteria Statements included with this Bulletin. You must have at least the minimum experience level for each criterion to qualify for this position. And you must have experience in every aspect of the level you choose.
- B. Pass a written, one hour, multiple-choice, supervisory skills test.

DUTIES OF THE ASSISTANT MANAGER FOR FIELD OPERATIONS

- A. The AMFO directly supervises 10-15 Field Office Supervisors (FOS) and Office Operations Supervisors (OOS) within the field operations department; also indirectly supervises over 1200 Crew Leaders and Enumerators, at peak operations, who work outside the Local Census Office.
- B. Meets stringent production goals and quality standards for all field operations. Successfully completes multiple, often overlapping, field operations in a timely and cost effective manner.
- C. Oversees training of all field operations personnel. Conducts training sessions for field operations personnel as necessary.
- D. Determines assignment areas for data collection activities. Manages materials and assignment preparation for all field operations in assigned area.
- E. Analyzes management reports and takes corrective action to meet goals.
- F. The AMFO is the principal technical advisor on field operations in the LCO, answering inquiries from the Local Census Office Manager and the FOS's.
- G. Clearly and persuasively communicates recommendations to LCOM and assistant managers.
- H. Works closely with the Assistant Managers of Recruiting (AMR), Administration (AMA), Quality Assurance (AMQA) and Assistant Manager of Technology (AMT) to ensure proper staffing for field operations, timely payroll for field staff, and quality standards of work.
- I. The AMFO works with the Management Team and assists with recruiting efforts and promotional activities as needed.

HOW TO APPLY:

Applicants must submit a resume with cover letter or the Optional Application for Federal Employment (OF-612). List your work duties and accomplishments relating to the job for which you are applying.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- **The Recruiting Bulletin number and the position title.**
- Full name, mailing address with zip code, day and evening phone numbers with area codes.
- Social Security number.
- Country of Citizenship. **This Federal job requires U.S. citizenship.**
- Highest Federal civilian grade held (if applicable).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veterans Preference, and the latest copy of their DD-214, Certificate of Release or Discharge from Active Duty. If the applicant is unable to provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will only receive the 5 point preference until the documentation for the 10 point preference is received.
- Highest education level achieved. Specify the name of educational institution, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U. S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, and telephone numbers, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/current licenses, and honors, awards and special accomplishments (e.g., publications, memberships in professional societies, etc.).

NOTE: Use of any Government agency envelopes to file a job application is a violation of Federal laws and regulations. **Applications submitted in Government envelopes or via Government FAX machines will not be accepted.**

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 1-617-488-9006.

EVALUATION CRITERIA STATEMENTS FOR
ASSISTANT MANAGER FOR FIELD OPERATIONS

To be considered, applicants MUST address each of the following three evaluation criteria statements. Print and submit with application.

1. Please select the answer that best describes your experience managing time critical production or quality control operations. (Circle the appropriate letter.)

A. As my primary responsibility, I have experience with **all** of the following: managing a staff of 50 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked in multiple geographic locations; **and** analyzing budget, quality, and production data reports in order to identify problems and **implement** corrective actions.

B. As my primary responsibility in a former position, I have experience with **both** of the following: a) managing a staff of 20 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); **and**, analyzing budget, quality, and production data in order to identify problems and **implement** corrective actions.

C. I have experience with **both** of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); **and** using various management reports to identify problems and **recommend or implement** corrective actions

D. My experience is less than what is described above.

Applicants are also required to support their answer and complete the following.

Indicate the job from your attached resume or other application form that verifies the answer you selected. **OR** write in the space below, your experience that supports your answer above. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. You may use a separate sheet of paper if needed. Include your name on each attachment.

2. Please select the answer that best describes your experience in training, developing, and disciplining employees. (Circle the appropriate letter.)

A. I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting employees **and** I have been responsible for the termination/firing of employees.

B. I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I have been responsible for the termination/firing of **at least one** employee.

C. I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.

D. My experience is less than what is described above.

Applicants are also required to support their answer and complete the following.

Indicate the job from your attached resume or other application form that verifies the answer you selected. **OR** write in the space below, your experience that supports your answer above. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. You may use a separate sheet of paper if needed. Include your name on each attachment.

3. Please select the answer that best describes your experience demonstrating the ability to establish effective working relationships with organizations with unique cultural, community, religious or other characteristics. (Circle the appropriate letter.)

A. I have experience establishing working relationships with diverse **cultural, community, religious, or other nongovernmental organizations** to gain support or participation in organizational programs. This experience included preparing and giving speeches and/or presentations to these unique organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.

B. I have experience establishing working relationships with organizations outside of my place of employment to gain support or participation in organizational programs. However, these organizations were not diverse **cultural, community, religious, or other nongovernmental organizations**. This experience included preparing and giving speeches and/or presentations to these organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.

C. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited primarily to **internal** customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.

D. My experience is less than what is described above.

Applicants are also required to support their answer and complete the following.

Indicate the job from your attached resume or other application form that verifies the answer you selected. **OR** write in the space below, your experience that supports your answer above. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. You may use a separate sheet of paper if needed. Include your name on each attachment.

SUBMIT YOUR COMPLETE APPLICATION PACKAGE TO:

**U. S. Census Bureau
Boston Regional Census Center
One Beacon Street 7th Floor
Boston, MA 02108**

ATTN: 2010 ELCO Management

APPLICATION DEADLINE: Your complete application package must be received in the Boston Regional Census Center by the closing date of the bulletin.

Applications received after this date will not be considered. We will contact you to schedule a time and location for testing.

Payment of relocation expenses IS NOT authorized.

For further information about this vacancy you may call toll free: 1 877 355 6188.

CONDITIONS OF EMPLOYMENT:

This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.

Candidates are required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation.

Candidates are required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U. S. citizenship).

FAIR LABOR STANDARDS ACT (FLSA): The incumbent will be exempt from the minimum pay and overtime provisions of the Fair Labor Standards Act (as amended by PL-93-259) based on the presence of duties that are identified with exemption criteria.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.